

Individual Trainee Evaluation

Trainee's Name _____ Agency _____

Points Performance Areas

M O T I V A T I O N A N D P R O F E S S I O N A L I S M		
<p style="text-align: center; margin: 0;">1</p> <p>Demonstrates negative response to assignments; fails to complete assignments or exerts only minimal effort; does not seek or volunteer for extra responsibility; rejects constructive criticism and demonstrates negative mannerisms when confronted with criticism.</p>	<p style="text-align: center; margin: 0;">3</p> <p>Generally demonstrates a positive approach when completing assignments; is comfortable with authority and follows directions from staff and instructors; accepts constructive criticism and makes an effort to apply it; accepts extra responsibility when available.</p>	<p style="text-align: center; margin: 0;">5</p> <p>Carries out all assignments in a positive manner; demonstrates extra effort in completing tasks; seeks extra responsibility when available; accepts authority and willingly follows instructions; seeks constructive criticism as a means of improvement.</p>
A S S E R T I V E N E S S		
<p style="text-align: center; margin: 0;">1</p> <p>Does not declare a position; antagonizes people or fails to influence others of their position.</p>	<p style="text-align: center; margin: 0;">3</p> <p>Has the ability to declare a position; in most cases usually convinces others of a position.</p>	<p style="text-align: center; margin: 0;">5</p> <p>Has the ability to declare a firm position with a minimum of adversity.</p>
O R A L C O M M U N I C A T I O N S		
<p style="text-align: center; margin: 0;">1</p> <p>Does not speak clearly; fails to convey intended thoughts and actions to others; conversations ramble; vocabulary is limited; lacks voice control.</p>	<p style="text-align: center; margin: 0;">3</p> <p>Is able to express thoughts and intended actions to others in a clear, concise manner; usually modifies tone of voice to accommodate any given situation.</p>	<p style="text-align: center; margin: 0;">5</p> <p>Demonstrates the ability to express complete thoughts and ideas in a clear and distinct voice; uses the appropriate words to convey intended thoughts; controls voice inflection to coincide with the circumstances.</p>

W R I T T E N C O M M U N I C A T I O N S		
1 Produces written work that is incomplete, illegible, or disorganized; key points are misrepresented or left out; complete ideas are not conveyed; grammar, spelling, punctuation and sentence structure are poor.	3 Routinely produces written work that is neat, complete, legible, and orderly; all key points are clearly stated; few errors are noted in spelling, punctuation, grammar, or sentence structure.	5 Always produces written communications that are neat, legible, orderly and complete; all key points are clearly stated and complete; there are no errors in spelling, punctuation, grammar, or sentence structure; the information is conveyed in a complete, readily understandable manner.
I N T E R P E R S O N A L S K I L L S		
1 Not effective in working with others and interacting with diverse individuals and groups; not consistent and fair in dealing with others; demonstrates a lack of insight, sensitivity, and concern for others' feelings; intolerant of differences in values and beliefs.	3 Effective in working with others and interacting with diverse individuals and groups; consistent and fair in dealing with others; demonstrates insight, sensitivity, and concern for others' feelings; tolerant of differences in values and beliefs.	5 Excels in working with others and interacting with diverse individuals and groups; highly consistent and fair in dealing with others; demonstrates considerable insights, sensitivity, and concern for others' feelings; extremely tolerant of differences in values and beliefs.
J U D G E M E N T		
1 Fails to make accurate assessments of situations; does not recognize potential problems or fails to grasp the gravity of them; is unable to identify alternatives or chooses inappropriate solutions/responses; responds to situations without consideration of priority or alternative action.	3 In most cases, makes accurate assessments of situations; recognizes potential problems and understands the gravity of them; identifies alternatives and chooses appropriate solutions/responses to situations with consideration of alternatives and priorities; usually brings situations to acceptable conclusions.	5 Makes accurate assessments of all situations; anticipates problems and grasps the gravity of them; is able to identify alternatives and decide on appropriate solutions or responses; acts in situations considering alternatives and priorities and brings the situation to an appropriate conclusion.

M A T U R I T Y		
1 Loses composure when in a stressful situation; becomes frustrated by, or is unable to perform, the required tasks incurred by increased responsibility; does not understand the job responsibilities; concept of corrections is distorted; cannot recover from failures or is demoralized by them; relies on, or expects others, to accomplish duties or responsibilities; demonstrates an over-inflated opinion of personal worth and oversteps his/her position.	3 Is able to perform in stressful situations; maintains or regains composure within acceptable time frames in stressful situations; handles increased responsibility with relative ease; understands his or her duties, responsibilities and time limits in performing job functions and performs at an acceptable level; accepts responsibility for failures.	5 Excels in stressful situations; does not lose composure and takes control in stressful situations; completes all tasks required by increased responsibility and looks for means of improvements; understands his/her duties and responsibilities within acceptable parameters; accepts responsibility for failures and profits from them.
R E S P O N S I B I L I T Y / D E P E N D A B I L I T Y		
1 Is often tardy or absent; fails to complete assignments; refuses to accept or neglects additional assignments.	3 Is routinely punctual and absences are infrequent and excused; usually completes assignments on time.	5 Is always punctual, attendance record reflects no absences; always completes assignments on time.

Comments relating to the above Performance Areas:

Prepared By: _____